

**Montana Children's Trust Fund
Board Meeting
and Orientation of New Board Members
December 8, 2013**

1. The roles of the Children's Trust Fund Board and Department of Public Health and Human Services.

The Children's Trust Fund is a statutorily created board appointed by the Governor and allocated to DPHHS, currently in the Director's Office, for administrative purposes only meaning DPHHS manages CTF federal and cash reporting and related administrative and clerical functions and provides staff for CTF in the form of a grant manager and VISTA worker at the discretion of the CTF Board. The CTF Board makes programmatic decisions and selects goals and priorities to fund services and activities related to a broad range of child abuse and neglect prevention activities and family resource programs operated by nonprofit or public community-based educational and service organizations.

2. Financial Report, Sheri Vukasin and Mae

– As of November 30, 2013, we have \$394,907 to allocate. The total cash available from previous cycles is \$742, 894. In this fiscal year, to spend before June 30, 2014, there is \$349,000 to spend.

– Decision: In the future, Jamey will meet with May on a monthly basis to hear and provide updates from the Board, and so there are amounts decided for budgeted line items and there is consistency using one spreadsheet.

– Decision: March will be the deadline for the CTF Board to set their budget.

3. Peer Reviews, Judy Garrity report

– Peer reviews are no longer required of grantee projects. Up through 2013, Judy assisted grantees with this process. She summarized the process for the Board. We will decide whether to continue with some form of peer review. Judy tells us in a peer review both parties experience strong benefits. We should note that examination of data (for contract compliance) is not an element of a peer review. No true assessment takes place.

–FUTURE DECISION REQUIRED Peer reviews, if we decide to continue them in some form, the requirement must be incorporated into the RFP to be enforceable.

4. Healthy Mothers Healthy Babies presentation

Melissa Synness and Gail Bechner made a presentation about the progress with the PURPLE project. One highlight is that 80% of Montana children will be receiving shaken baby syndrome prevention information through hospitals and other sites where births occur by March or April, 2014 -allowing the National PURPLE organization to recognize the MT PURPLE PROJECT Dose 1 efforts.

5. Vicki Turner, Prevention Resource Center and Interagency Coordinating Council (ICC)

– The Prevention Resource Center is in the DPHHS Director's Office and seeks to coordinate systems of prevention efforts across all State departments to leverage resources and policies.

– The statutory Interagency Coordinating Council, in place since 1993, seeks to improve the

lives of kids and families. ICC had 22 initial goals, and now have five focused on youth. They are: reduce child abuse; reduce youth's use of alcohol and tobacco; reduce youth violence; increase high school completion and graduation rates; and reduce teen pregnancy. Underage drinking is the current priority. The ICC and other DPHHS agencies utilize data, economists, and epidemiologists.

- The ICC is at a pivotal point right now and examining what should be measured that will help the most. This includes an examination of the usefulness of what is currently measured.

- Vicki suggests the CTF Board consider making recommendations to the ICC about what we would like the ICC to track, what benchmarks of demographics, numbers, geography would be helpful. Also, the Board can recommend the ICC look at the existing programs and services related to child abuse and neglect.

- As the administrative agency, the PRC's job is to support the Trust Fund while it follows the rules and counts the beans at the same time. Another resource is Wendy Nicolai in the DPHHS Director's office, because she is a good go-to point person for connecting with non-profits.

6. Jamey Petersen's staff report

- The request was made of Jamey to provide a condensed report, an evaluation of the grantee reports, a summary with the top three things they are doing, the three low points, and trends among the 15 or so grantees that stand out. Include also, what percentage of their budget they have expended.

- No site visits have taken place for a variety of good reasons – weather, illness, maternity leave, staff turnover. Jamey will report on site visits at the next board meeting.

- A goal idea for tomorrow's discussion is to clarify the purpose of the site visits. Perhaps we create a form to fill out, an evaluation process, a monitoring sheet. Assess if FTE money is being used effectively; build in some accountability.

- Jamey told us that a representative from CBCAP's technical assistance center, FRIENDS, can join us at the March meeting, if we would like, to provide a training on us about evaluation and how to collect data.

- Regarding fundraising, the First Lady expressed interest in being involved in our fall event. The Halloween event raised \$3,900, most of which were in-kind donations and media coverage. Mountain West Bank gave us \$1,000 for publicity costs, and KHLF matched it. The Festival of Trees generated great in-kind donations. (We need to be sensitive to the message that the Legislature created us in 2009 versus being part of the DPHHS. We manage federal and state funds; and our Board is appointed by the Governor.)

7. Chair Mary Gallagher's report

- The Board meeting minutes from December 4, 2012, March 11, 2013, July 24, 2013, and September 23, 2014 were distributed. JoAnn moved to approve all four sets of minutes, and Patty seconded the motion. The motion passed unanimously.

- Teresa Rafael has invited us to participate in the quarterly phone calls called "Essentials for Childhood."

8. Plans for our February 24, 2014 meeting

- a. Finance Report

- b. Jamey's Staff Report using the guidelines we provided in December.

- c. Chairperson's Report

- d. Set a Board Calendar for the coming year.
- e. Review the contents of the revised RFP, and other progress related to this goal.
- f. Review what we learned from the Department of Commerce Information Division about existing data collection, and other progress as it relates to this goal.
- g. Debrief our planning meeting, and review the contents for the Board members who weren't present.
- h. Review the first draft Vision Statement Beki wrote for us to consider and improve upon, make edits and finalize.
- i. Taking the outline we used with Beki, address the remaining priority strategic goals.
- h. Set next meeting date(s).